



Government of
Saskatchewan

Annual Report 1998-1999

Saskatchewan Labour

**for the fiscal year ending
March 31, 1999**

Published by Authority of
The Honourable Joanne Crofford
Minister

Saskatchewan Labour
1870 Albert Street
Regina, Saskatchewan
S4P 3V7

For more information,
call the Communications Branch at (306) 787-5605
or visit our website: www.labour.gov.sk.ca

Table of Contents

Page

Letters of Transmittal	v
Deputy Minister's Message	vii
Organization Chart	viii
1998-99 Department Mission	ix
Strategic Direction	ix
Labour Support Division	1
Planning and Policy Branch	1
Minimum Wage Board.....	2
Prevention Services Branch.....	2
Communications Branch	4
Human Resources and Administration Branch	5
Human Resources Unit	5
Administrative Services Unit	6
Occupational Health and Safety Division.....	7
Radiation Safety Unit	9
Labour Services Division	11
Labour Standards Branch	11
Office of the Worker's Advocate.....	11
Labour Relations and Mediation Division	13
Department Financial Overview	14
Appendix.....	16
Legislation Administered by Saskatchewan Labour	

Tables

Department Financial Overview

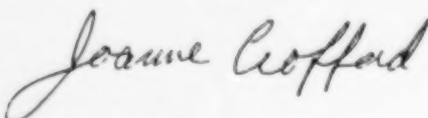
1. Department Financial Overview, 1998-99	14
2. 1999-2000 Estimated Budget	15

Letters of Transmittal

The Honourable J. E. N. Wiebe
Lieutenant Governor
Province of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of
the Department of Labour for the fiscal
year ending March 31, 1999.



Joanne Crofford
Minister of Labour

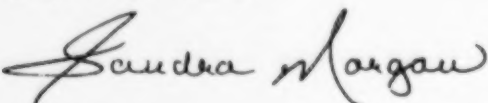


The Honourable Joanne Crofford
Minister of Labour

Dear Madam:

I have the honour of submitting the Annual
Report of the Department of Labour for the
year ending March 31, 1999.

Respectfully submitted,



Sandra Morgan
Deputy Minister



Deputy Minister's Message

This has been an exciting year for the Department of Labour. As well as administering provincial legislation regulating health, safety, labour standards and labour relations in the workplace, in 1998-99 the department placed increased emphasis on preventing injuries, unfair practices and disruptions in the workplace.

In 1998-99, the department established its Prevention Services Branch, launched its website, facilitated a Balancing Work and Family Conference in Saskatoon, opened its Labour Standards Call Centre, and had amendments to *The Workers' Compensation Act, 1998* proclaimed. I was also honoured to be the Canadian spokesperson to the Child Labour Committee of the 1998 International Labour Organization (ILO) Conference and to assume the chair of the Canadian Association of Administrators of Labour Legislation (CAALL) in September 1998.

The new Prevention Services Branch (PSB) works to promote safe, fair, and cooperative workplace practices that contribute to productivity. It develops partnerships with employers, unions, professional associations, and educational agencies to prevent workplace problems.

Increasing emphasis is being placed on reaching young people. In March 1999, a baseline survey of 1,800 people between 15 and 24 years of age was conducted to assess their workplace knowledge and experience. It found young workers are more likely than older workers to be injured on the job and to experience unfairness at work.

This year, the department also acquired the education rights to an interactive CD-ROM called *Rights and Responsibilities: Your Path to a Safe Workplace*. This resource is being made available to educational institutions at no charge.

Stakeholders and the public are now able to get information on department programs and activities through its website. Launched in March 1999, the website (www.labour.gov.sk.ca) also provides access to provincial labour legislation, department publications and other material, such as the youth survey and the department's farm safety program.

About 30,000 people have visited the website, which also has links to other sites, including the Canadian Centre for Occupational Health and Safety, the Centre for Agricultural Medicine in Saskatoon and the Workers' Compensation Board.

The department's Balancing Work and Family initiative concluded with a major public forum in Saskatoon in September 1998. As well as gathering valuable research, the initiative helped identify problem areas for working people and ways in which their family needs can be met in the workplace.

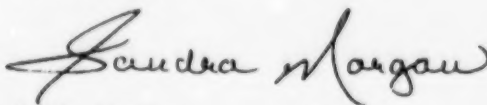
In January 1999, the department's Labour Standards Inquiry Call Centre was established. It provides information on provincial labour standards to employers and workers. It receives about 5,000 calls a month.

An amended workers' compensation Act was proclaimed in February 1999. The Act gives the 'benefit of the doubt' to workers, improves survivor benefits and strengthens board accountability.

This year, I was very pleased to be the Canadian spokesperson to the Child Labour Committee at the 1998 ILO Conference. Ratification of an ILO treaty banning the worst forms of child labour is now underway throughout the world.

These and other activities were capably supported by department staff, who this year, again, demonstrated their ability to meet new challenges.

Yours sincerely,

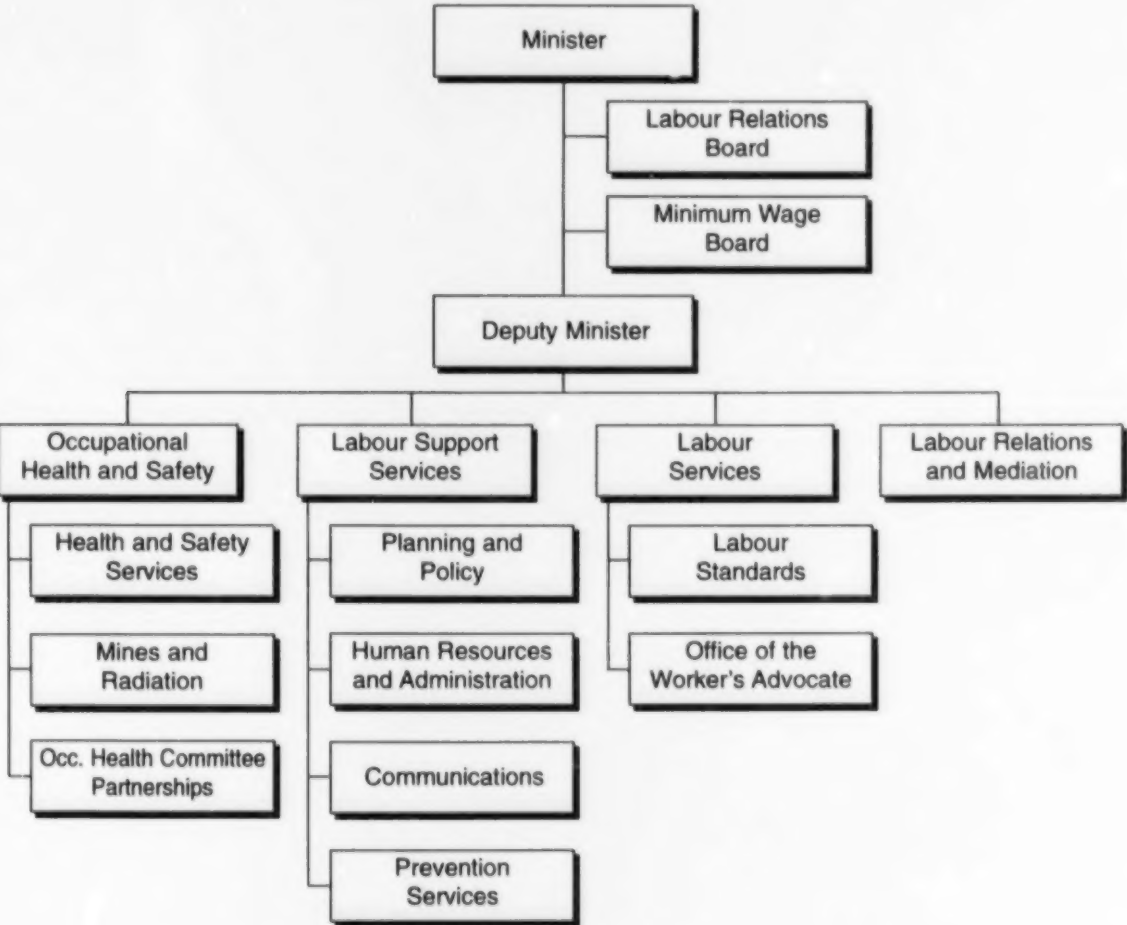


Sandra Morgan

Organization Chart

Department of Labour

March 31, 1999



Saskatchewan Labour's Mission

The Department of Labour works with employees and employers to achieve fair, collaborative and safe workplaces.

Strategic Direction

The Department of Labour, in addition to continuing to administer the province's labour legislation, is moving towards a more preventative approach. It is placing increasing emphasis on working with Saskatchewan people to prevent accidents, work stoppages or disruptions and unfair treatment of workers before they occur. This emphasis is not only expected to continue, but to grow in coming years as the department takes steps to help workers and employers prepare for the changing workplace of the new century.

Saskatchewan workplaces will soon be faced with social and demographic changes that they must be prepared to address. One of the most significant of these is the fact that, within the next five to 10 years, 20 per cent of new workers in our province will be Aboriginal¹. The department will work with Aboriginal people to help new workers prepare for their entry into the workforce and with employers to help ensure workplaces are hospitable, inclusive and open to new perspectives.

More attention will be paid, as well, to helping young people better prepare themselves for their first job. Young people experience higher rates of injury and have more workplace problems than do other workers. They need information and training to understand their rights and responsibilities in the workplace. The department will continue working with young people, educators and employers to develop ways to ensure that young people have positive and safe first-time work experiences.

The department will also be working with employers, workers and communities to address the difficulties which arise from employees' needs to balance their often conflicting responsibilities at work with their obligations to their families. This balancing work and family dilemma has a significant impact on peoples' social, emotional and physical well being and it also has a significant effect on workplaces. The Conference Board of Canada estimates that time off due to stress-related illness costs Canadian businesses \$12 billion a year. As our workplaces change in response to changes in technology, demographics and bottom lines, job stress increases. And, as our workforce grows older, more and more people are placed in a situation where they must care for both their children and their aging parents. All of these factors contribute to a need to find ways to help people balance their work and family lives to ensure the physical, emotional and economic well-being of their families, workplaces and communities.

An increased emphasis on prevention will help the department meet its legislative mandate more effectively and efficiently while, at the same time, better serving the needs of the people of Saskatchewan.

¹ Saskatchewan Labour Force Development Board figure

Labour Support Division

The Labour Support Division provides staff support to, and partners with, program areas to:

- develop and coordinate research and policy for the department;
- develop strategic plans for the department;
- develop and administer department resources;
- develop and administer human resource services;
- develop and administer information technology programs;
- develop and administer communications and public relations initiatives;
- coordinate employment equity initiatives; and
- develop programming that promotes safe, fair and cooperative workplace practices.

Planning and Policy Branch

The Planning and Policy Branch does research and strategic planning, develops policy, drafts legislation, advises on policy issues, and provides legal services to the department.

Clients

Branch clients are the management and staff of Saskatchewan Labour, as well as workers, employers, labour stakeholders, the public and other government departments and agencies.

Objectives

- Research and policy analysis on labour issues
- Information on work force trends and conditions
- Direction on working with other departments and agencies

- Economic and labour market research and analysis

- Strategic planning

Services

- Draft legislation
- Research and administrative support to the Minimum Wage Board
- Policy and special project work with other departments and agencies
- Research and analysis on labour issues
- Research and analysis on matters before the International Labour Organization (ILO)
- Track and catalogue union contracts in the province
- Analysis of union contracts, including wage rates and terms and conditions of work
- Maintain the department library

1998-99 Results

- Developed policy and legislation to reinstate workers' compensation benefits and provide a one-time gratuitous payment to eligible widows whose WCB spousal benefits were terminated due to remarriage or entering a common law relationship prior to September 1, 1985
- Completed the annual survey of union membership
- Advised government on the North American Agreement on Labour Cooperation (NAALC)
- Developed Saskatchewan's position on labour issues for inclusion in Canada's response to the International Labour Organization (ILO)
- Drafted contracts for the provision of services to the department

- Did research for use at meetings of the Canadian Association of Administrators of Labour Legislation (CAALL) and the Canadian Labour and Business Centre (CLBC)
- Co-ordinated appointments to the Labour Relations Board, Farm Health and Safety Council, Workers' Compensation Board, and Occupational Health and Safety and Labour Standards adjudicators
- Coordinated and prepared briefing materials for the Minister and Cabinet
- Managed a number of labour policy issues (e.g., shortline railways, the construction industry, Aboriginal self-government)
- Provided research and analysis for the Mines Regulations Review Committee
- Provided research on child labour for use by the Canadian spokesperson at the 1998 ILO meeting
- Analysed 700 union contracts, covering about 100,000 workers
- Provided research and analysis to the Minimum Wage Board
- Worked on employment insurance issues
- Worked with the federal-provincial Strategic Initiatives Program to enhance labour force participation by ensuring unemployed people in Saskatchewan will continue to have access to employment programs and services in all areas of the province
- Worked on the Performance Management and Accountability Review Initiative
- Provided policy analysis and advice on possible implementation of the Multi-lateral Agreement on Investment (MAI) to other government agencies
- Provided labour's position on disability issues to other government agencies
- Worked with other government departments and agencies, including the Associate Deputy Minister's participation in the Assistant Deputy Minister's Forum, Performance Measurement and Advisory Review Team, Public Service Superannuation Plan, Human Resources Operations Committee, Provincial Economic Strategy Committee, Poverty Reduction Committee, Saskatchewan Distinguished Service Committee and the ADM's Committee
- Worked with other government departments and agencies, including participation by the Director of Human Resources and Administration in the Financial Management Council, Public Service Commission Regulations and Policy Review Steering Committee and the Budget Review Subcommittee of the Performance Measurement and Advisory Review Team

Minimum Wage Board

The Board, pursuant to Part II of *The Labour Standards Act*, makes orders respecting minimum employment standards including: the minimum wage, minimum age, maximum work periods, maximum rates for room and board and minimum rest periods.

The minimum wage in Saskatchewan was increased to six dollars per hour on January 1, 1999.

Prevention Services Branch

The Prevention Services Branch was established in July 1998. The Branch provides education and training services.

Clients

Branch clients include the department, education systems and workplace organizations.

Objectives

- Develop partnerships and networks to address workplace issues
- Provide applied research to clarify and alleviate workplace problems
- Develop education and training programs to promote safe, fair and cooperative workplace practices
- Develop networks and provide services to promote farm safety
- Promote a positive transition to the workplace, including addressing the needs of new or young workers
- Provided seven training-of-trainer sessions with Occupational Health and Safety Division and client organizations to orient occupational health committees
- Commissioned Calibre Consulting to conduct a baseline survey of 1,800 young people (aged 15-24 years) that the branch then analyzed to assess their workplace experience and knowledge
- Conducted extensive research on the needs and workplace experiences of 15-24 year olds to help direct awareness, education and training programs
- Developed a partnership with Saskatchewan Education to design curriculum resource materials for the Practical and Applied Arts Courses

Services

- Coordinate the department's province-wide farm safety program
- Develop training materials and courses on occupational health and safety
- Develop curriculum resources for schools and post-secondary institutions on workplace issues such as occupational health and safety and labour standards
- Provide educational presentations to workplace organizations on labour standards
- Provide presentations at schools and fairs on farm safety, occupational health and safety and labour standards
- Conduct research and provide research findings on issues and trends related to safe, fair and co-operative workplaces
- Undertook a needs analysis with the Saskatchewan Institute of Applied Science and Technology to identify ways to improve resources covering occupational health and safety and labour standards within SIAST programs
- Acquired the education distribution rights to an interactive CD-ROM on occupational health and safety in Saskatchewan to provide high school and post-secondary students with free access to this innovative resource
- Provided farm safety and young worker resources to the department's web site
- Developed a partnership with the Saskatchewan Abilities Council to provide training and information resources for the Council's Farmers with Disabilities program that provides farm safety presentations to schools

1998-99 Results

- Delivered 62 farm safety presentations at schools and fairs
- Provided 40 presentations to industries, workplaces and schools on labour standards
- Redeveloped the first level of training for occupational health committees
- Developed a partnership with the Saskatchewan Safety Council to help the Council expand the Farm Safety Team that trains teenagers to bring the farm safety message to elementary schools

Communications Branch

The Communications Branch provides strategic communications planning for the department and promotes department policies, programs and services.

Clients

The branch works with all other divisions and branches of the department to provide strategic planning and other communications services. It also works with other government departments and agencies, the public, the media, and other individuals and groups outside the department on special projects. Its main clients are the working people and employers of Saskatchewan.

Objectives

- To increase public awareness and understanding of department policies, programs and services
- To increase public understanding of, and compliance with, Saskatchewan's labour laws
- To increase staff awareness and understanding of department goals and objectives
- To ensure departmental communications initiatives are consistent, effective, cost-effective and timely
- To ensure communications initiatives are consistent with department goals and with overall government goals
- To develop partnerships for communications initiatives

Services

- Strategic communications planning
- Identification of appropriate communications methods for individual projects
- Professional development and implementation of public information programs
- Print and radio advertising

- Publications design and lay-out
- Liaison with advertising agencies, printers and other suppliers
- Liaison with other government communications offices, including that of central government
- Special events planning and implementation
- Public and media relations
- Responding to public inquiries and referrals
- Joint communications initiatives with external partners

1998-99 Results

- Developed and launched the department's website (www.labour.gov.sk.ca)
- Prepared the department's strategic communications plan
- Prepared communications strategies for a wide range of department initiatives, including for the amendments to *The Workers' Compensation Act*
- Prepared print materials and other resources, and supplied media liaison for the Balancing Work and Family Conference in Saskatoon in September 1998
- Worked with Human Resources Development Canada and with representatives of safety stakeholders on North America Occupational Safety and Health Week projects
- Designed and developed a poster to mark the Day of Mourning, including finding third-party funding
- Developed the 1999 Farm Safety Calendar
- Prepared numerous speeches for the Minister of Labour and department officials

- Developed materials for, and staffed display booths, at a variety of trade shows and conferences, including Agribition, the Farm Progress Show and the Saskatchewan Federation of Labour annual meeting
- Worked with other government agencies on the preparation of polling questions on the issue of violence within families
- Prepared new publications as required

Human Resources and Administration Branch

The Human Resources and Administration Branch provides staffing, financial and technical support to the department.

Human Resources Unit

The Human Resources Unit provides strategic direction for human resources for the department, the Labour Relations Board and Women's Secretariat.

Clients

Unit clients are department, Labour Relations Board and Women's Secretariat staff.

Objectives

- Hiring the most qualified people for the department
- Ensuring staff have the skills needed to do their jobs
- Providing staff with skills for future jobs
- Increasing staff diversity
- Improving the way services are provided
- Promoting a safe and healthy workplace
- Helping employees balance work and family

Services

- Co-ordinate all hiring of staff

- Review job classifications
- Identify and co-ordinate staff training needs
- Interpret and administer the union contract
- Promote employment equity
- Support work planning and staff evaluation
- Support executive management in all human resource issues

1998-99 Results

- Upheld the union agreement
- Hired 16 staff, including four members of target groups, for three agencies
- Completed seven classification requests, reviewed three vacancies to ensure classification levels were appropriate and helped management and employees with classification appeals
- Sent 163 staff to 154 training/staff development events; various staff conferences were held to review policies, procedures and legislative changes.
- Processed 327 transactions to change employee records
- Provided information sessions for employees on changes to the collective agreement and issues related to employees hours of work
- Implemented new class plan
- Developed and distributed the department's violence policy
- Met employment equity objectives through a joint union-management committee. The department exceeded its goals in the hiring of target group members in all categories for permanent and non-permanent positions.
- Promoted employee wellness by hosting two events with 30% staff participation

- Helped the Union/Management Committee involve employees in identifying workplace issues, building a positive work environment, improving communication, empowering staff and building consensus
- Helped managers and staff deal with performance problems and organizational change
- Participated on the department Occupational Health and Safety Committee
- Represented the department on various internal and inter-departmental committees

Administrative Services Unit

The Administrative Services Unit provides administrative support to the department, the Labour Relations Board and the Women's Secretariat.

Clients

Unit clients include department staff, other government agencies and boards and the public.

Objectives

- Budget planning
- Accounting and administration systems
- Keep administrative policy and procedures current
- Provision of goods and services for all staff
- Information technology use and training

Services

- Organize the budget process
- Keep track of department revenue and spending
- Pay the bills
- Prepare human resources and administration reports and briefing material

- Buy goods and services as needed
- Maintain equipment inventory
- Manage the information technology plan, including:
 - planning
 - selecting equipment
 - building computer systems
 - staff training
 - operating the computer 'help desk'
 - maintaining the computer network

1998-99 Results

- Paid bills on time, exceeding government average 95% of the time
- Kept records of spending
- Improved financial reporting
- Promoted the "Visual Display Terminal Code of Practice"
- Met staff needs for goods and services
- Addressed security issues
- Relocated the Labour Relations Board
- Reached Y2K compliance for 75% of the department's systems
- Implemented new networking and e-mail services for the Labour Relations Board
- Implemented new e-mail services throughout the department
- Defined system needs for the Office of the Worker's Advocate

Occupational Health and Safety Division

The Occupational Health and Safety Division works to prevent work-related injuries and illness. The Division assists occupational health committees, workers, supervisors and employers to fulfil their responsibility for the control of workplace hazards, ensures compliance with *The Occupational Health and Safety Act, 1993* and *Regulations* and provides technical assistance in the identification and control of hazards that may cause injury or illness.

Clients

The services of the division are available to all workers and employers, occupational health committees, worker occupational health and safety representatives and the public in Saskatchewan.

Objectives

- Ensure enforcement of *The Occupational Health and Safety Act, 1993*
- Ensure occupational health committees are effective and that the system of internal responsibility is functioning properly
- Ensure compliance with the Act and regulations and respond to health and safety concerns
- Assist occupational health committees in the identification and control of hazards
- Increase the number of active occupational health committees
- Ensure adequate training is provided to occupational health committee members and supervisors in their role and responsibilities for controlling workplace hazards
- Respond to concerns related to toxic substances and investigate cases where illness may have resulted from exposure

- Support implementation of the Workplace Hazardous Materials Information System (WHMIS)
- Ensure stringent control of both radiological and conventional health and safety hazards in Saskatchewan uranium mines
- Promote health and safety through production and distribution of publications, presentations, video loans, displays and other media

Services

- Develop and implement standards for the control of workplace hazards in the form of legislation, regulations, codes of practice and uranium mining surface lease conditions
- Inspect workplaces to assist occupational health committees fulfil their role in the day to day control of hazards and to enforce compliance with the Act and regulations
- Provide advice and assistance for the establishment of new occupational health committees and the revitalization of existing committees
- Investigate fatalities and serious industrial accidents
- Provide professional opinions on toxicological concerns to workers, employers, occupational health committees and physicians
- Enforce the requirements of WHMIS
- Enforce surface lease conditions regarding both radiological and conventional health and safety in provincial uranium mines
- Collect and analyze data to determine risks to health and safety and to evaluate and control hazardous work processes

- Provide information on health and safety standards in the form of guidelines, hazard alerts and other publications
- Review Environmental Impact Assessments and proposals for projects which involve toxic substances or hazardous conditions
- Administer examinations to certify the competence of mine supervisors, blasters, hoist operators and mine rescue personnel
- Make presentations to organizations and in workplaces to promote awareness and provide information on safe work practices
- Prepare and deliver occupational health and safety training courses
- Maintain a health and safety publication inventory
- Administer a health and safety video library
- Participate in activities and support the Northern Mine Monitoring Secretariat

1998-99 Results

- Formed a partnership with the University of Saskatchewan to bring a fully trained occupational health physician to the province. The division will provide the university with an annual grant to hire an occupational health physician, who will in turn serve as Chief Occupational Medical Officer for the division.
- Continued negotiations between Saskatchewan Labour and Human Resources Development Canada toward a formal agreement to delegate to the Province of Saskatchewan administrative authority for regulating non-radiological health and safety matters at provincial uranium mines. Similar discussions between the province and the Atomic Energy Control Board also continued.
- Co-ordinated discussion with the Saskatchewan School Trustees Associations, the League of Education Administrators, Directors and Superintendents, the Saskatchewan Association of School Business Officials, the Saskatchewan

Teachers Federation, the Canadian Union of Public Employees and the Service Employees Internations Union to develop a joint, sectoral approach to addressing health and safety in schools.

- Undertook projects to monitor compliance with *The Occupational Health and Safety Act, 1993* and *Regulations* in residential construction and autobody shops as well as workplaces requiring occupational health and safety representatives (high to moderate hazard places of employment with 5-9 employees) and violence policies.
- Conducted 2,856 inspections and issued 3,514 contraventions
- Initiated 10 prosecutions
- Concluded 123 accident/incident investigations and 15 fatality investigations
- Assisted in the establishment of 332 new occupational health committees
- Responded to 30 refusals to work in unusually dangerous situations (under section 23 of *The Occupational Health and Safety Act*), to 84 complaints of discriminatory actions because of involvement with OHS activity and to 46 cases of alleged harassment
- Examined 921 samples (e.g., dusts, solvents, asbestos, aldehydes) collected in workplaces in the hygiene laboratory
- Provided equipment to workers in 265 indoor workplaces to investigate concerns
- Administered 26 mine rescue examinations, 80 supervisor examinations, 32 hoist operator examinations, and 48 blasting explosives examinations
- Made in-plant inspections of mine rescue training equipment and training facilities
- Conducted brake checks on 57 heavy duty trucks at ten mines and six ventilation surveys in underground mines

- Responded to 127 concerns about toxic substances and audited seven supplier material safety data sheets
- Investigated cause of illness at 19 workplaces
- Prepared new guidelines, fact sheets and brochures on: Setting Up an Occupational Health and Safety Program, Elements of an Occupational Health and Safety Program, Emergency Workers, WHMIS for Farmers, WHMIS and Occupational Health Committees, Noise Hazard Information for Farmers, Confined Space on Farms, Anhydrous Ammonia, Tire Mount/Demount, Lead Poisoning in Radiator Repair Shops, Anti-neoplastic Drugs, Auto Body Guide, H2S in Hog Operations, Electrical Contacts, Y2K, and posted information on the division and its publications to the Saskatchewan Labour website
- Trained 40 outside instructors, in addition to division officers, to deliver the division's Level I course for occupation health committees
- Delivered 227 occupational health and safety training courses to 4,985 people
- Provided 154 presentations to groups of employers, workers or their organizations and loaned 1,685 videos
- Conducted 12 meetings of the industry-labour working group and subcommittees to seek recommendations for updating *The Saskatchewan Mines Regulations*
- Examined occupational health and safety hazards of 22 proposed industrial projects
- Maintained a system for monitoring occupational health committee activity and for following-up with committees that fail to meet
- Provided hundreds of responses to inquiries including 352 related to harassment and 397 requests for technical support
- Addressed 17 appeals of officers' decisions to the director or to adjudicators

Radiation Safety Unit

The Radiation Safety Unit of the Occupational Health and Safety Division works to ensure workers and the public are not exposed unnecessarily to either ionizing or non-ionizing radiation. This is achieved by providing consultation and advice to equipment owners, employers and individuals at risk of exposure, and by enforcing the requirements of *The Radiation Health and Safety Act, 1985* and *The Radiation Health and Safety Regulations*.

Objectives

- Implement the requirements of *The Radiation Health and Safety Act and Regulations*

Services

- Promote the safe and proper use of radiation by conducting inspections of radiation equipment and by auditing quality assurance programs
- Work closely with owners, technologists and service engineers to ensure that the diagnostic benefits of radiation are maximized while radiation exposures to patients are minimized
- Provide medical physics support to accredited mammography facilities
- Provide consultation services to users and owners of radiation equipment and radiation sources
- Review occupational radiation exposure reports and excessive exposures
- Maintain a radiation laboratory to ensure the proper calibration of radiation monitoring equipment, to perform wipe test analyses of sealed radioactive sources and to analyze radon monitoring devices
- Provide an immediate response in the event of a radiation emergency in the province

- Liaise with federal and provincial agencies across Canada to ensure that a unified radiation safety program is delivered.

1998-99 Results

- Provided inspections and consulting services to owners of x-ray equipment by performing 139 on-site visits, 32 radiation installation plan approvals and 790 medical and dental postal quality assurance tests
- Performed 1,376 tests and calibrations in the unit's radiation laboratory
- Delivered five presentations on radiation safety issues
- Reviewed dosimetry reports for approximately 4,400 workers
- Developed a computer program to estimate radiation hazards in uranium mines
- Developed an access to the National Dose Registry (NDR) database for occupationally exposed radiation workers
- Participated on Working Group to finalize Canadian Guidelines for the handling of naturally occurring radioactive material (NORM)
- Developed new equipment (TLD reader) for conducting medical and dental quality assurance tests
- Developed a manual for training tanning salon owner/operators on ultra violet hazard

Labour Services Division

Labour Standards Branch

The basic rules for work for most people in Saskatchewan are set out in *The Labour Standards Act*. The Labour Standards Branch promotes and enforces those rules.

Clients

The services of the branch are available to all residents of Saskatchewan, including employees and employers.

Objectives

- Ensure people are treated fairly at work
- Provide information about labour standards law
- Apply the labour standards rules fairly

Services

- Informing people about their rights and responsibilities at work
- Providing the public with information on labour standards law
- Investigating complaints about unpaid wages
- Collecting wages owed to workers
- Inspecting workplaces to uphold the law
- Helping employees and employers deal with work problems relating to labour standards law
- Promoting understanding of labour standards through school systems, community groups and other agencies

1998-99 Results

- Initiated an early resolution process to provide assistance to complainants without having to file a formal complaint

- Worked with the Prevention Services Branch in the delivery of labour standards information sessions
- Had all Labour Standards Officers take training on the duty to accommodate disabled workers
- Responded to more than 65,000 telephone inquiries at the Labour Standards Inquiry Call Centre
- Looked into 2,600 wage complaints, held 17 Wage Assessment Adjudication Hearings and found \$1.52 million owed to workers

Office of the Worker's Advocate

The Office of the Worker's Advocate (OWA) helps injured workers with their worker's compensation claims.

Clients

The OWA provides services to injured workers and their dependants who disagree with a decision made by the Workers' Compensation Board (WCB) concerning their claim for compensation.

Objectives

The OWA promotes the fair treatment of injured workers and their dependants. It helps them obtain benefits as provided for under *The Workers' Compensation Act, 1979* by helping them appeal decisions made by the Workers' Compensation Board (WCB).

Services

- Provides expert information and advice to injured workers and their dependants about their claims for compensation
- Advocates for injured workers and their dependants when they appeal WCB decisions

- Conducts research to prove compensation claims
- Gathers information from health care professionals, unions, workers, employers and occupational health committees for appeals of WCB decisions
- Prepares and submits written appeals of WCB decisions
- Represents injured workers and dependants at appeal hearings
- Helps injured workers understand workers' compensation law, programs and appeal procedures
- Works with unions and other groups to improve policies for injured workers
- Studies changes to legislation, policies and programs that would help injured workers
- Makes recommendations to both government and *The Workers' Compensation Act* Committee of Review on the Act and its administration
- Works with unions and other groups to develop better ways of representing injured workers
- Met with representatives from other provincial advocate offices to exchange ideas and discuss common concerns
- Implementation plan for system to electronically monitor activity on files and to analyze trends and outcomes
- Made a presentation about the OWA to WCB employees

1998-99 Results

- Surveyed workers with active files to determine which cases should have priority
- Hired an additional Worker's Advocate
- Began new method of recording appeal results
- Continued researching and analyzing issues affecting WCB decisions as well as the demand for advocacy services in order to help injured workers make more effective appeals

Labour Relations and Mediation Division

The Labour Relations and Mediation Division helps unions and management deal with problems like lockouts and strikes. It also provides mediation and training to help labour and management improve communications and relationships in order to prevent workplace stoppages.

Clients

The division works with labour and management in unionized workplaces.

Objectives

- Help employers and employees solve workplace-related problems
- Help prevent strikes and lockouts
- Help unions and management reach agreement in collective bargaining negotiations
- Help labour and management improve relationships
- Track the results of the contract bargaining process

Services

- Conciliation of collective bargaining disputes and workplace adjustment plans
- Mediation of grievance disputes before arbitration is needed
- Training on conflict resolution, joint problem solving and interest-based negotiation
- Appointment, upon request, of chairpersons for arbitration, special mediation and expedited arbitration
- Mediation of disputes over issues not covered by standard grievance procedures

- Provide both management and unions with information on their obligations under *The Trade Union Act*
- Provide advice and technical help in industrial relations
- Act as agents for the Saskatchewan Labour Relations Board (SLRB) on first contract applications
- Conduct certification/de-certification votes for the SLRB
- Provide mediation services for the SLRB to resolve disputes without a formal hearing

1998-99 Results

- Provided conciliation services in 36 new cases
- Provided mediation services in 106 grievance disputes
- Conducted 14 conflict resolution mediations (not connected to a grievance)
- Provided mediation services for one new union local that asked the SLRB for first contract arbitration
- Provided two preventative mediations on behalf of the SLRB
- Conducted 22 two-day conflict resolution training sessions (average of 24 people per session)
- Made 27 arbitrator appointments on behalf of the Minister
- Provided services for 14 votes of the SLRB

Department Financial Overview

Table 1

Department Financial Overview 1998-99

	1998-99 Budget (\$thousands)	Budget Full-time Equivalents	1998-99 Actuals (\$thousands)	Actuals Full-time Equivalents
Administrative Services ¹	1,197	22.4	1,370 ^{*1}	21.7
Accommodation and Central Services	1,002	-	1,172 ^{*2}	-
Labour Standards	1,638	32.0	1,628 ^{*3}	31.3
Labour Relations and Mediation	539	6.0	408 ^{*4}	4.7
Labour Relations Board ²	472	7.0	566 ^{*5}	5.6
Labour Support Services ³	1,670	26.0	1,643 ^{*6}	24.7
Balancing Work and Family	118	-	136 ^{*7}	1.1
Occupational Health and Safety	3,526	52.0	3,498 ^{*8}	47.9
Worker's Advocate	417	8.0	382 ^{*9}	7.3
Total - Department	10,579	153.4	10,803	144.3

1. This branch includes the offices of the Minister and Deputy Minister, and the Human Resources Branch.
2. Labour Relations Board information is contained in a separate annual report.
3. This division includes the Planning and Policy Branch, Communications Branch, and Prevention Services Branch.

Variance explanations:

- *1 Travel, hardware and software acquisitions
- *2 Relocation of Labour Relations Board
- *3 Vacancy management
- *4 Vacancy management
- *5 Level of board activities
- *6 Vacancy management
- *7 Delivery of program findings
- *8 Printing and publishing
- *9 Vacancy management

Significant revenue:

- Reimbursement from Workers' Compensation Board (WCB) for Occupational Health and Safety Division (\$4,994,125)
- Reimbursement from WCB for Worker's Advocate (\$499,080)
- Reimbursement from WCB for Prevention Services (\$219,082)
- Registration fees for radiation equipment (\$35,340)

Significant assets*:

- The department has four key asset items:
 1. 153.4 full-time equivalents
 2. Net book value for Radiation and Hygiene Lab and equipment, \$182,563
 3. Net book value for computer hardware, software and systems development, \$305,927
 4. Net book value for office equipment and furniture, \$72,846

*In accordance with the government's capital asset disclosure policy

Table 2**1999-2000 Estimated Budget**

	1999-2000 (\$thousands)
Administration	1,228
Accommodation and Central Services	1,100
Labour Standards	1,563
Labour Relations Board	556
Labour Support Services	1,941
Worker's Advocate	424
Occupational Health and Safety	3,826
Labour Relations and Mediation	546
Total	11,184
Full-time equivalent staff	154.4

Appendix

Legislation Administered by Saskatchewan Labour

The Building Trades Protection Act

The Construction Industry Labour Relations Act, 1992

The Employment Agencies Act

The Fire Departments Platoon Act

The Health Labour Relations Reorganization Act

The Human Resources, Labour and Employment Act

The IPSCO Inc. and United Steelworkers of America, Locals 5890, 6034, 5458 Collective Bargaining Act

The Labour-Management Disputes (Temporary Provisions) Act

The Labour Standards Act

The Occupational Health and Safety Act, 1993

The Radiation Health and Safety Act, 1985

The Trade Union Act

The Victims of Workplace Injuries Day of Mourning Act

The Wages Recovery Act

For more information,

call the Communications Branch at 787-5605

or visit our website: www.labour.gov.sk.ca